



**YOUTH RECREATION GRANTS
for Facilities on Montana State Trust Lands**

**DRAFT APPLICATION GUIDELINES
& GRANT ADMINISTRATION MANUAL**

MONTANA DEPARTMENT OF COMMERCE
Community Development Division

301 S. Park
P.O. Box 200523
Helena, Montana 59620-0523
Phone: (406) 841-2770
Fax: (406) 841-2771

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CHAPTER I – APPLICATION AND AWARD OF YOUTH RECREATION GRANTS

I. Introduction

The 2015 Legislature appropriated \$1.5 million through House Bill 2 to provide capital improvement grants to youth recreation facilities on Montana State Trust Lands for water and sewer, roads, parking, and utilities improvements in facilities used to provide activities for Montana youth. Youth Recreation grants are administered by the Montana Department of Commerce (Department).

II. Eligible Applicants

An eligible applicant is any organization, local government, or other entity operating a youth recreation facility on Montana State Trust Lands. Eligible applicants may apply for one (1) Youth Recreation grant.

All applicants must have the management capacity to undertake and satisfactorily complete the project applied for, and assure proper management of grant funds. Grant recipients must be in compliance with all applicable auditing and financial reporting requirements, and have the capability to specifically assure proper tracking and recording of funds.

III. Eligible Projects

Types of projects eligible for Youth Recreation grant funds include:

- Drinking water systems;
- Wastewater treatment and sanitary sewer systems;
- Roads;
- Parking facilities; and
- Utilities.

Applicants may request up to \$1,500,000 per project. No matching funds are required, but the applicant's ability to and willingness to provide matching local funds will be taken into consideration by the Department in reviewing and ranking the grant application against other applicants.

Youth Recreation grant funds will be provided on a reimbursement basis for eligible costs incurred after the date of grant award.

IV. Environmental Review

OVERVIEW

Youth Recreation grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the

significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant prior to application for grant funding. For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision making*, at: <http://leg.mt.gov/css/Services%20Division/Lepo/mepa/default.asp>

All necessary environmental review of the proposed project must be completed prior to submission of the application for grant funding. Any application received without documentation that the environmental review process has been completed may be rejected by the Department.

Statutory Exemptions and Categorical Exceptions

Certain actions are exempt from MEPA review, either because they have been specifically exempted by the statute or, because of their special nature, do not normally have a significant effect on the environment. The following types of actions are statutorily exempt from MEPA review under ARM 8.2.304(5):

- Administrative actions (routine clerical or similar functions, including but not limited to administrative procurement, contracts for consulting services, or personnel actions);
- Minor repairs, operations, and maintenance of existing equipment or facilities;
- Investigation and enforcement; data collection activities; inspection of facilities or enforcement of environmental standards;
- Ministerial actions (in which the agency exercises no discretion and rather acts upon a given state of facts in a prescribed manner);
- Actions that are primarily social or economic in nature and that do not otherwise affect the human environment;

The following types of actions are categorically excepted from MEPA review under ARM 8.2.328(2):

- Projects that will be partially funded by, or for which the applicant must obtain a permit from, a state or federal agency which, by reason of its funding or permitting function, has primary responsibility to consider the environmental impacts of the project under MEPA or the National Environmental Policy Act;
- Activities which do not involve or lead directly to construction, such as planning studies, scientific research and analysis, surveys, or engineering;
- Projects primarily involving the acquisition of capital equipment;
- Projects that involve only minor repairs or rehabilitation to an existing facility, including functional replacement of an existing facility or facility components;
- Projects where the footprint of the proposed structures, pipelines, or other infrastructure would be substantially unchanged from existing conditions, and there is no increase in the population served by the facility; or
- Emergency repairs, reconstruction, restoration, retrofitting, or replacement of an existing facility that is in operation or under construction when damaged and the action:
 - (i) occurs within the existing facility footprint and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to

address conditions that have changed since the original construction); and
(ii) is commenced within six months after the date of the emergency.

If the proposed project qualifies for an exemption then the applicant should submit documentation that the environmental process is complete and the applicant has formally approved its determination that the project qualifies for an exemption. An exemption may not be appropriate if significant public controversy exists over the project's potential effect on the quality of the human environment; the proposed project shows some potential for causing a significant effect on the quality of the human environment; or the project might possibly affect sensitive environmental or cultural resource areas or endangered or threatened species and their critical habitats.

Environmental Assessment (EA)

An EA is a written analysis of a proposed action to determine whether an EIS is required or is needed to serve one or more of the other purposes described in ARM 8.2.304(2). Normally, a thoroughly completed Environmental Checklist will suffice as the draft EA for public review and comment, and may then be revised as necessary to constitute the final EA. A sample Environmental Checklist is included as an exhibit in these guidelines. Anyone authorized to perform work on behalf of the applicant may prepare the draft EA, using all available information and evidence. The grant recipient's authorized representative must sign the draft EA, and the final environmental determination must be made by the grant applicant's representatives or board. Preparation of an EA ensures the fullest appropriate opportunity for public review and comment on a proposed action, including alternatives and planned mitigation, and examines and documents the effects of a proposed action on the quality of the human environment. The EA also allows the project proponent to determine the need to prepare an EIS through an initial evaluation and determination of the significance of impacts associated with a proposed action.

In addition, an applicant may prepare an EA whenever the proposed action is one that might normally require an EIS, but the significant effects of the project appear to be mitigated below the level of significance through design, enforceable controls, and/or conditions imposed by the agency or other government agencies. For an EA to suffice in this instance, the grant recipient must determine that all of the impacts of the proposed action have been accurately identified, that they will be mitigated below the level of significance, and that no significant impact is likely to occur. The grant recipient may not consider compensation for purposes of determining that impacts have been mitigated below the level of significance.

An EA is a public document and may be inspected upon request. Any person may obtain a copy of an EA by making a request to the applicant, and the applicant shall submit a copy of each completed EA to the Department as a part of the complete grant application. The grant recipient is responsible for providing public review of an EA as necessary to match the complexity and seriousness of environmental issues associated with a proposed action and the level of public interest in the action. Methods of accomplishing public review include publishing a news release or legal notice to announce the availability of an EA, summarizing its content and soliciting public comment; holding public meetings or hearings; maintaining mailing lists of persons interested in a particular action or type of action and notifying them of the availability of EAs on such actions; and distributing copies of EAs for review and comment. Where an

action is one that normally requires an EIS, but effects that otherwise might be deemed significant are mitigated in the project proposal or by controls imposed by the applicant, public involvement must include the opportunity for public comment, a public meeting or hearing, and adequate notice. The applicant is responsible for determining appropriate methods to ensure adequate public review on a case-by-case basis.

The applicant shall consider all substantive comments received in response to a draft EA and decide, at a public meeting, that either:

1. that an EIS is necessary;
2. that the EA did not adequately reflect the issues raised by the proposed action and must be revised; or
3. (3) that an EIS is not necessary, and make a final decision on the proposed action (submitting an application to the Department for Youth Recreation grant funds).

The applicant must provide a copy of the Final EA, with documentation of public review, opportunity for public comment, and a final decision on the EA at a public meeting, to the Department with the grant application.

Any time the applicant proposes substantial changes to the project affecting the original EA before the project is completed, the applicant must repeat its environmental review for the revisions to the project, assuring the environmental impacts of the revised project are adequately identified, addressed by the applicant, and any necessary public review provided. When completed, the must follow the original process and again provide environmental documents to Department.

Environmental Impact Statement (EIS)

An EIS is required whenever an EA indicates that an EIS is necessary, or an applicant proposes an action that may significantly affect the quality of the human environment (a “major action”).

MEPA and Department’s rules require that a draft EIS circulated for public review must contain all of the following:

1. a description of the proposed action, including its purpose and benefits;
2. a listing of any state, local, or federal agencies that have overlapping or additional jurisdiction and a description of their responsibility for the proposed action;
3. a description of the current environmental conditions in the area affected by the proposed action or alternatives, including maps and charts, whenever appropriate;
4. a description of the impacts on the quality of the human environment of the proposed action, including: direct, indirect, and cumulative impacts; potential growth-inducing or growth-inhibiting impacts; irreversible and irretrievable commitments of environmental resources, including land, air, water and energy; economic and environmental benefits and costs of the proposed action; and the relationship between local short-term uses of man's environment and the effect on maintenance and enhancement of the long-term

- productivity of the environment;
5. an analysis of reasonable alternatives to the proposed action, including the alternative of no action and other reasonable alternatives that may or may not be within the jurisdiction of the agency to implement, if any;
 6. a discussion of mitigation, stipulations, or other controls committed to and enforceable by the applicant or a government agency;
 7. a discussion of any compensation related to impacts stemming from the proposed action;
 8. an explanation of the tradeoffs among the reasonable alternatives;
 9. the applicant's preferred alternative on the proposed action, if any, and its reasons for the preference;
 10. a section on consultation and preparation of the EIS that includes the names of those individuals or groups responsible for preparing the EIS; a listing of other agencies, groups, or individuals who were contacted or contributed information; and a summary list of source materials used in the preparation of the draft EIS;
 11. a summary of the draft EIS; and
 12. other sections that may be required by other statutes in a comprehensive evaluation of the proposed action, or by the National Environmental Policy Act or other federal statutes governing a cooperating federal agency.

Following preparation of a draft EIS, the applicant must distribute copies to the Governor; the Department; the Environmental Quality Council; appropriate state and federal agencies; and all persons who have requested copies. The grant recipient must allow 30 days for public comment on the EIS, which may be extended an additional 30 days at the discretion of the applicant or upon application of any person for good cause. When preparing a joint EIS with a federal agency or agencies, the applicant may also extend this period in accordance with time periods specified in regulations that implement the National Environmental Policy Act.

After the time for public comment and review has expired, the applicant must prepare a Final EIS for approval at a public meeting, which must also contain:

1. a summary of major conclusions and supporting information from the draft EIS and the responses to substantive comments received on the draft EIS, stating specifically where such conclusions and information were changed from those which appeared in the draft;
2. a list of all sources of written and oral comments on the draft EIS, including those obtained at public hearings, and, unless impractical, the text of comments received by the applicant (in all cases, a representative sample of comments must be included);
3. the applicant's responses to substantive comments, including an evaluation of the comments received and disposition of the issues involved;
4. data, information, and explanations obtained subsequent to circulation of the draft; and
5. the applicant's recommendation, preferred alternative, or proposed decision together with an explanation of the reasons.

The applicant must distribute copies of the Final EIS to the Governor; the Department; the Environmental Quality Council; appropriate state and federal agencies; all persons who submitted comments on or received a copy of the draft EIS; and all other members of the public upon request.

The applicant may not make a final decision on the proposed action being evaluated in a Final EIS (submitting an application for a Youth Recreation grant) until 15 days from the date of transmittal of the Final EIS to the Governor and Environmental Quality Council. Until the applicant reaches its final decision on the proposed action, no action concerning the proposal may be taken that would have an adverse environmental impact or limit the applicant's choice of reasonable alternatives, including the no-action alternative.

Any time the applicant proposes substantial changes to the project affecting the original EIS prior to completion of the project, the applicant must repeat its environmental review for the revisions to the project, assuring the environmental impacts of the revised project are adequately identified, addressed by the applicant, and any necessary public review provided. When completed, the applicant must follow the original process and again provide environmental documents to Department.

Applicants and grant recipients are responsible for compliance with all applicable state environmental requirements. Some of the other state environmental requirements that *may* apply to Youth Recreation grant projects include:

- ☐ Stream Protection Act, Title 87, Chapter 5, Part 5, MCA
- ☐ Montana Solid Waste Management Act, Title 75, Chapter 10, Part 2, MCA
- ☐ Clean Air Act of Montana, Title 75, Chapter 2, MCA
- ☐ Water Quality Act, Title 75, Chapter 5, MCA
- ☐ Public Water Supplies, Distribution and Treatment, Title 75, Chapter 6, MCA
- ☐ Floodplain and Floodway Management, Title 76, Chapter 5, MCA
- ☐ The Montana State Antiquities Act, Title 22, Chapter 3, MCA

Permits

Some of the environmental permits that may be required on your project from other state agencies include the following:

- ☐ Asbestos Control Program – contact the Department of Environmental Quality (DEQ).
- ☐ Montana Stream Protection Act (SPA 124 Permit) – contact the Montana Department of Fish, Wildlife and Parks at 444-2449.
- ☐ Montana Floodplain and Floodway Management Act (Floodplain Development Permit) – contact the Montana Department of Natural Resources and Conservation at 444-0860 or the local floodplain administrator.
- ☐ Federal Clean Water Act (404 Permit) – contact the U.S. Army Corps of Engineers in Helena at 441-1375.

- ☐ Short-Term Water Quality Standard for Turbidity (318 Authorization) – contact the Montana Department of Environmental Quality at 444-3080.
- ☐ Montana Water Use Act (Water Right Permit and Change Authorization) – contact the Montana Department of Natural Resources and Conservation at 444-6667 or the local DNRC Water Resources Regional Office. A useful website regarding water rights can be found at http://www.dnrc.mt.gov/wrd/water_rts/default.asp.
- ☐ Stormwater Discharge General Permits and/or Montana Pollutant Discharge Elimination System (MPDES Permit) – contact the Montana Department of Environmental Quality at 444-3080.
- ☐ Please check the DNRC website for a copy of “A Guide to Stream Permitting in Montana.” Their web address is http://dnrc.mt.gov/permits/stream_permitting/default.asp.
- ☐ Cultural Resource Survey – You may need to perform a cultural resource survey for your project. The State Historic Preservation Office (SHPO) can be reached at 444-7715 for more information. There is guidance for consulting with SHPO at <http://mhs.mt.gov/shpo/archaeology/consultingwith.asp>.

V. Grant Criteria

Department staff will review and rank grant applications for both technical and financial feasibility, and the extent to which the proposed project relates to the following grant criteria.

- 1) The need for the project, including the extent to which the proposed project will overcome a problem or deficiency faced in providing activities for Montana youth
- 2) The availability of other funding for the project, including the extent to which the applicant has sought out and obtained matching funds to complete the project;
- 3) The applicant’s past efforts to ensure sound, effective, long-term facility planning and maintenance;
- 4) The capacity of the applicant to manage the grant, including but not limited to its ability to manage the project and meet the grant conditions of the Department; and
- 5) The community’s support for the project.

Staff will consider the overall quality of the application, including measurable project goals, tasks, and activities, and a well-developed work plan and budget, in making award decisions. Grant awards will generally be made on a first-come, first-served basis until funds have been exhausted; however, the Department reserves the right to reject applications that are incomplete, ineligible or do not clearly demonstrate how the proposed activity will meet the legislative intent for Youth Recreational grants.

Commerce will notify successful applicants of a grant award by sending a formal Award Letter. The completed application, including any written modifications resulting from the review of the application and award of the grant by the Department, will be incorporated into the grant contract between Commerce and the successful applicant(s). The grant contract must be executed by an authorized agent of the applicant.

VI. *Application Submission*

Youth Recreation grant applications will be accepted on an on-going basis beginning November 30, 2015. One (1) printed hardcopy and one (1) electronic copy (CD, email, or State File Share submission) of completed applications and all supplemental materials must be submitted by first class mail, hand delivery, or email to:

Community Development Division
301 S. Park Ave
P.O. Box 200523
Helena, Montana 59620-0523
DOCCDD@mt.gov

Applicants are encouraged to contact staff with any questions they have concerning application submittal and requirements related thereto. The Montana Department of Commerce is committed to assisting all entities applying for Youth Recreation grants.

CHAPTER 2 – PROJECT START-UP REQUIREMENTS

I. Overview

After Youth Recreation grants are awarded, the grant recipient must meet all start-up conditions and execute a contract with the Department. If the grant recipient fails to meet start-up requirements, a contract is not executed, a grant recipient is unable to comply with the terms and conditions of the contract, or costs incurred are not eligible expenses, those costs will be the sole responsibility of the grant recipient. All projects must meet conditions and deadlines as set forth in this Manual.

II. Start-Up Requirements

In order to execute a contract with the Department, the grant recipient must submit the following items:

- A revised project budget that is acceptable to all of the funding sources identified. The budget should clearly identify the portion of the project being funded by the grant, as described in the grant recipient's award letter;
- An updated version of the project implementation schedule to reflect current conditions at the time of contract execution;
- A letter stating the firm commitment of other funding sources for the project, including adequate documentation if necessary. Acceptable documentation could include a letter assuring the Department that the funding is available in the Grant recipient's budget, an award letter from another grant program, a commitment letter from private donors or trusts, etc;
- A completed grant management plan describing the responsibilities of those individuals who will be involved in the administration of the grant, including the processing and approval of requests for grant funds. A sample Management Plan Template is available in Exhibit 7;
- A completed and notarized Signature Certification Form for those individuals to be authorized to process and approve requests for grant funds. The Signature Certification Form is included as Exhibit 10;
- A certificate of liability insurance for \$1,000,000 per occurrence and \$2,000,000 aggregate per year, naming the Montana Department of Commerce as Additional Insured and a Certificate Holder; and
- Proof of the Grant Recipient's Worker's Compensation Insurance.

PROJECT BUDGET

It is important that the project budget at the time of contract execution is acceptable to all of the funding sources identified. If the project begins construction at a later date, the budget will need to be revised to reflect the actual amount in the construction bid and submitted to the Department. **In the event that the construction bid is less than the budgeted amount, the construction line item must be revised to reflect the reduced costs.** The amount budgeted for construction in the project budget may be reduced by an amount in proportion to the reduction in the amount required for construction. For example, if the overall savings were 20 percent, the amount to be provided by Department for construction activities would be reduced by 20 percent. Any savings would then be added to the contingency line item amount.

If there are any savings upon completion of the project, the Department reserves the right to share proportionately in those savings with all funding sources. The grant recipient may request to use the difference between the final actual project costs and the original grant award to fund additional work that further enhances the facility or facility component. However, the Department will not approve the request until the original project is completed or at least close to completion and the total cost can be determined. The grant recipient should submit a written request to use remaining grant funds for the additional work activities, including full rationale and cost details, for Department review and approval. The decision to allow additional work activities to be funded with remaining grant funds is strictly at the sole discretion of the Department.

PROJECT IMPLEMENTATION SCHEDULE

The project implementation schedule submitted in the grant recipient's application must be updated to reflect current conditions at the time of contract execution, and will be attached to and incorporated by reference into the contract. The final implementation schedule for the grant contract should identify all key tasks and more precisely define, if possible, when each must be accomplished to complete the overall project.

OBTAINING FIRM COMMITMENT OF OTHER FUNDING SOURCES

As a condition of project start-up, the grant recipient must provide adequate documentation of the firm commitment of all other funds. This is to prevent a situation where a project is started but cannot be finished, or payment to contractors is delayed because the necessary project funds are not available.

If the grant recipient changes one of its sources of funding after the Department issues the Notice of Award letter, or if the cost of the project increases substantially after obtaining the firm commitment of other funds and additional funding is required from existing or new sources, the Department may, at its sole discretion, withdraw the Notice of Award to the grant recipient, suspending distribution of grant funds until there is once again a firm commitment of funds for the project.

THE MANAGEMENT PLAN

All grant recipients must prepare and submit a signed Management Plan (Exhibit I). The management plan will establish how the grant recipient will allocate responsibility for complying

with the Department's and other state requirements, including but not limited to the proper financial management of the grant funds, review of contracts and draw requests, compliance with labor standards, and completion of environmental review. In all cases, the grant recipient must maintain effective control over and accountability for all funds.

In the management plan, the grant recipient may designate an existing or new employee as the grant manager; hire a consultant to manage the grant through applicable competitive procedures for procurement of services; or contract with a local government or existing special purpose agency, such as an economic development corporation, to manage a grant. If the grant recipient will work with any other governmental entity or non-profit organization to manage its grant, the grant recipient must execute an agreement (Exhibit 2) establishing the responsibilities and duties between the two agencies. All executed contracts or agreements for grant services to be paid for in whole or in part by Youth Recreation grant funds must be submitted to the Department for review and approval.

ESTABLISHED FINANCIAL ACCOUNTING SYSTEM

Grant recipients must be in compliance with the auditing and reporting requirements provided for in Section 2-7-503, MCA, and demonstrate that they have an established financial accounting system in place that conforms to generally accepted accounting principles (GAAP).

Department staff may contact the Local Government Services (LGS) Bureau, Department of Administration to confirm whether a grant recipient is in compliance with the auditing and reporting requirements.

REGULATORY DESIGN STANDARDS OR GENERALLY ACCEPTED INDUSTRY STANDARDS

The grant recipient must demonstrate that the proposed project in final design adheres to all design standards required by applicable regulatory agencies. Recipients of program funds for projects that are not subject to any design standards must demonstrate that the final project design complies with generally accepted industry standards.

III. *Grant Contract*

The executed contract between the grant recipient and the Department is the legal document that governs the administration of the grant, and will identify the following items:

- the total amount of Youth Recreation funds to be provided;
- the scope of work;
- a preliminary project budget for the use of grant funds and any other funds involved in the project;
- the implementation schedule for the project;
- any special conditions placed on the grant by the Legislature; and
- the general terms and conditions associated with the grant.

The process of finalizing the contract will include finalizing the project budget and implementation schedule and incorporating the scope of work to be completed by the grant recipient. The grant recipient's application for Youth Recreation grant funds, as approved by the Department and/or the Legislature, is incorporated by reference into the contract and the representations made therein are binding upon the Grant recipient.

The Department liaison will send the contract to the grant recipient to be executed by the grant recipient's authorized representative. The contract must then be returned to the Department for the Director's signature. A copy of the final executed contract will be returned to the grant recipient for its records, and the original retained by the Department.

IV. Notice to Proceed

Once the Department determines that all of the above project start-up conditions have been satisfied, the Department will issue a Notice to Proceed letter to the grant recipient. The letter will notify the grant recipient that it may begin to submit draw-down requests for funding for its project.

CHAPTER 3 – PROJECT MANAGEMENT

This chapter provides information about the management of the grant after the Notice to Proceed has been issued, including: project administration, budget amendments, scope changes, expenses eligible for reimbursement, ineligible expenses, and what is required to receive Youth Recreation grant funds.

I. Project Lifespan

Project activities must be completed as identified in the implementation schedule in the executed contract with the Department. The Department, in its sole discretion, may grant an extension to the implementation schedule if the grant recipient can demonstrate a good faith effort to complete the project on time and within the original budget.

II. Project Amendments

At some point during the project, the grant recipient may need to modify the scope, budget, or implementation schedule for the project. The following process should be followed for accomplishing such modifications:

BUDGET

Modifications to the budget of less than \$5,000 to any one line item of the budget can be submitted as part of the grant recipient's request for reimbursement request, and Department approval of the request for reimbursement will constitute approval of the modification.

For budget amendments of \$5,000 or more to any one line item of the budget, the grant recipient must provide a written justification to the Department that clearly demonstrates the appropriateness and necessity of the modification. The Department must agree in writing to any significant changes in the budget before such changes may be implemented by the grant recipient.

Any budget adjustments made during the project should be listed and tracked throughout the project.

Budgets will be approved with a contingency line-item for completion of project activities. Contingency are reserved for use of construction activities and will seldom be transferred to other line items or administrative costs. The grant recipient may request to use the difference between the final actual project costs and the original grant award to fund additional work that further enhances the project. The grant recipient should submit a written request to use remaining Youth Recreation grant funds for the additional work activities, including full rationale and cost details, for Department review and approval. The decision to allow additional work activities to be funded with remaining Youth Recreation grant funds is strictly at the sole discretion of the Department.

If bids for construction come in under budget, the amount budgeted for construction should be reduced by an amount proportionate to the savings. For example, if the overall savings were 20

percent, the amount to be provided by Department for construction activities would be reduced by 20 percent. Any savings would then be added to the contingency line item amount.

IMPLEMENTATION SCHEDULE

The grant recipient may modify the implementation schedule as necessary to reflect the timeline being followed as the project moves forward, so long as the project's completion date as listed in the executed contract is met. The grant recipient should submit details regarding any changes to the schedule as part of the grant recipient's next request for reimbursement, and Department approval of the request for reimbursement will constitute approval of the modification.

If the grant recipient seeks to extend the completion date of its project beyond the date designated in the executed contract and implementation schedule, the grant recipient must request and receive Department approval.

SCOPE OF WORK

If the grant recipient seeks to change any part of the scope of work of the project, as identified in the contract with the Department, the grant recipient must first provide a written justification to the Department that clearly demonstrates the appropriateness and necessity of the modification.

The Department, in its sole discretion, may grant a modification to the project scope of work that does not materially alter the ranking, intent, or circumstances under which the project was approved for funding.

III. Eligible Project Expenses

Expenses eligible for Youth Recreation grant funding include, but are not limited to:

- Expenses that directly relate to construction activities that implement the scope of work identified in the grant contract;
- Professional services that directly relate to design activities that implement the scope of work identified in the grant contract;
- Connection charges (hook-up fees and connection costs);
- Easement acquisition, if necessary to secure utility rights-of-way for the location and installation of the infrastructure being proposed.

IV. Ineligible Project Expenses

Expenses that are not eligible for Youth Recreation grant funding include but are not limited to:

- Grant administration costs;
- Operation and maintenance costs;
- Purchase of furnishings and fixtures or equipment that is not permanently installed in

and solely dedicated to the operation of a public facility;

- Legal costs and fees including bond counsel;
- Financial costs such as original loan origination fees, administrative fees, debt service reserves, refinancing, servicing, interest on any existing debt, or capitalized interest;
- Bond issuance or interest costs; and
- Any unauthorized costs incurred prior to the date identified in the Notice of Award letter; and
- Purchase of easement for purposes other than utility rights-of-way, including securing the use of trust lands

V. Requests for Reimbursement

REIMBURSEMENT FORM

The Request for Reimbursement Form (Exhibit 3) is used by grant recipients to request grant funds for reimbursement of eligible project expenses. In order to process the first Request for Reimbursement Form, the grant recipient must submit a completed copy of the Signature Certification Form (Exhibit 4) and Designation of Depository Form (Exhibit 5).

The grant recipient can only be reimbursed for project-related, actual costs that have been incurred, and must provide adequate and sufficient documentation supporting each claim for expenses to be reimbursed. Itemized invoices from the contractor, subcontractors, consultants, vendors or suppliers typically constitute adequate and sufficient documentation for reimbursable expenses. The invoice must include:

- a description of work performed;
- the number of hours worked to accomplish each item;
- the amount being billed for each item;
- work performed date(s) and work items completed;
- beginning and ending billing period dates;
- a description of any other eligible expenses incurred during the billing period; and
- the total amount being billed.

Lump-sum contracts typically do not provide for adequate and sufficient documentation for reimbursement of project expenses with grant funds and are generally not allowed for design and construction engineering services. Cost plus or 'multiplier' contracts and expenses cannot be reimbursed with Youth Recreation grant funds.

If budget modifications are found to be necessary while preparing a draw request, the Department should be notified of the modification prior to the draw being submitted. Please work closely with your Department liaison regarding budget modifications.

The Department may retain two percent (2%) of the total authorized grant amount until:

- the project has been completed (certificate of Substantial Completion)
- Final closeout report has been submitted by grant recipient and approved by the Department

PROJECT PROGRESS REPORTS AND PHOTOS

Each request for funds must be accompanied by a Project Progress Report (Exhibit 6). In the absence of a draw request, a Project Progress Report should be submitted every 90 days as a project update on activities occurring on the project. The Project Progress Report provides the Department with information on the use of the funds requested and the progress and status of the project. On the report, the grant recipient must describe the status of all activities in the scope of work, including: the percentage complete, costs incurred, funds remaining, projected completion date, any significant problems encountered in carrying out the Project and the scope of any necessary modifications the grant recipient is requesting in the scope of work, budget, or implementation schedule.

Project photos are encouraged to be submitted to the Department at the beginning of the project and at the completion of the project, at a minimum. Photos should evidence the improvements made during construction and the new or upgraded facilities.

UNIFORM STATUS OF FUNDS FORM AND INVOICE TRACKING SPREADSHEET

Each request for Youth Recreation grant funds must also be accompanied by an updated Uniform Status of Funds Form (Exhibit 7) and Uniform Invoice Tracking Spreadsheet (Exhibit 8). The Uniform Status of Funds Form provides the Department updated information on the remaining budget for the project and the status of all funding sources involved in the project. The Uniform Invoice Tracking Spreadsheet provides the Department updated information on all cumulative invoices received and paid for on the project, broken out by all funding sources involved in the project.

VI. Accounting and Auditing Requirements

Grant recipients must maintain all receipts and expenditures of Youth Recreation grant funds in accordance with generally accepted accounting principles (GAAP) and be in compliance with the auditing requirements of Section 2-7-503, MCA, as provided for in Section 20-9-213, MCA.

VII. Records Retention

The grant recipient must create and maintain all records of project activities funded with Youth Recreation grant funds, including but not limited to financial records, supporting documents, and such other records as are required by law or other authority, for three (3) years after either the completion of the project or the conclusion of any claim, litigation, or exception relating to the project taken by the State of Montana or any third party, whichever is later. The grant recipient must provide the Department, the Legislative Auditor, or their agents access to all project records upon request.

VIII. Ethics and Code of Conduct

Sections 2-2-12, 2-2-201, 7-3-4256, 7-3-4367, 7-5-2106, and 7-5-4109, MCA, govern the code of conduct and conflicts of interest by all local governmental entities and public employees, including elected officials, district board members, and employees. These laws must be followed by Youth Recreation grant recipients.

IX. Procurement Procedures

Title 7, Chapter 5, Parts 23 and 43, MCA govern the procurement of construction and purchasing contracts by local government grant recipients. These laws must be followed by Youth Recreation grant recipients.

Grant recipients should be prepared to provide information to the Department about how they intend to procure or procured grant administration, professional services, and construction services in accordance with the procurement laws applicable to them, including but not limited to the list of vendors to be or that were solicited, a copy of any advertisements, a copy of the request for proposals, or the information detailing the scope of work if price is the only consideration.

All executed contracts or agreements for grant services to be paid for in whole or in part by Youth Recreation grant funds must be submitted to the Department.

X. Public Notice and Participation

Sections 8 and 9 of Article II of the Montana Constitution, and Sections 2-3-101, 2-3-201, and Title 7, MCA, require local governments to hold regular and special public meetings, provide public notice of those meetings, and allow the public the opportunity to participate in the grant recipient's decision-making process. These laws must be followed by Youth Recreation grant recipients. Grant recipients should be prepared to provide information to the Department about the public process for its Youth Recreation grant project, including but not limited to a copy of public meeting agendas and any comments submitted by the public and responses provided during administration of the project.

All press releases related to the Youth Recreation grant project must be submitted to the Department for review and approval prior to release.

XI. Non-Discrimination Laws

Youth Recreation grant recipients must fully comply with all applicable federal, state, or local non-discrimination laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, in performing any project or portion thereof using Youth Recreation grant funds. All subcontractors performing work on the project are subject to the same provision. The hiring of all persons to perform the project

must be made on the basis of merit and qualifications, and the district shall not discriminate based upon the race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin of the persons performing the project.

XII. Prevailing Wage Requirements

Montana's Prevailing Wage Act (Section 18-2-401, et seq., MCA) applies to all public works contracts let by local government grant recipients (all construction contracts and non-construction contracts in excess of \$25,000). These laws must be followed by Youth Recreation grant recipients. Grant recipients should be prepared to document the payment of prevailing wages in all applicable contracts related to the Youth Recreation grant project.

XIII. Project Monitoring

Recipients of Youth Recreation grant funding are responsible for administering their projects in accordance with all applicable local, state and federal laws. The Department has the responsibility to assist and support grant recipients in successfully implementing their project activities from start-up through closeout of the project in compliance with these requirements.

To accomplish these goals, in addition to reviewing information submitted with progress reports and requests for Youth Recreation grant funds, the Department may schedule a monitoring visit with each grant recipient. A monitoring visit usually involves a visit to the grant recipient's offices to review records, inspect project activities, and meet with the local officials. The Department liaison will contact the grant administrator concerning the timing and scope of the monitoring visit. After a monitoring visit, the Department liaison will provide written monitoring comments to the grant recipient. The Department will advise the grant recipient of any specific areas of concern and if necessary, provide the grant recipient opportunity to take corrective actions to address the Department's concerns.

XIV. Project Close-Out

Project Closeout is the process by which the Department determines that the Youth Recreation grant project has been completed in accordance with the terms and conditions of the grant contract.

Within 90 days of the date the certificate of substantial completion is issued by the project engineer, the grant recipient must submit a final Project Completion Report (Exhibit 9) for approval by the Department. The report provides the Department with information on the total costs incurred for the Project, the final completion date, and any significant problems encountered in carrying out the Project. Within 30 days of approving the Project Completion Report, the Department will issue the Notice of Project Closeout. Once the Notice of Project Closeout is issued, the Youth Recreation grant project is considered complete and the file is closed. No more requests for reimbursement requests will be accepted on the project after the project is closed.

Exhibit I: Sample Management Plan

The management plan adopted by the local government should reflect the actual procedures utilized by the local government and based on the duties assigned to the various people involved in the project.

Note: This example is provided to help create a plan that is structured upon the actual procedures utilized by the local government and based on the duties assigned to the various people involved in the project. This example may be modified to fit the actual needs and management responsibilities of the project.

I. Administrative Structure

The City of _____ is an incorporated city with a Mayor-Council form of government. The following persons will have lead responsibility for administering the City's FY ____ Youth Recreation grant project for [type] improvements:

Mayor _____, as the City's chief elected official will have responsibility for all official contacts with the Montana Department of Commerce. The Mayor and City Council will have ultimate authority and responsibility for the management of project activities and expenditure of Youth Recreation grant funds. The approval of all contracts and request for reimbursements will be the responsibility of the City Council. (Telephone _____ Email _____)

_____, Clerk-Treasurer, as the City's chief financial officer, will be responsible for management of, and record keeping for, the Youth Recreation grant funds and other funds involved in the financing of the ____ [type] project. (Telephone _____ Email _____)

_____, Director of the City-County Planning Board, will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the Youth Recreation grant project. The Grant Manager will serve as the City's liaison with the Department for the project. One-fourth of this position's time will be devoted to Youth Recreation grant administration during the term of the project. (Telephone _____ Email _____)

_____, City Attorney, as the City's legal counsel, will review and advise the Mayor and Council regarding any proposed contractual agreements associated with the Youth Recreation grant project and provide any other legal guidance as requested. (Telephone _____ Email _____)

_____, Project Engineer, will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval. (Telephone _____ Email _____).

II. Grant Management

A. The Grant Manager will be responsible for:

1. Compliance with any applicable environmental requirements.
2. Assisting the Grant Recipient with all requirements related to effective project start-up and implementation and developing a contract with the Department.
3. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
4. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
5. Assisting the Grant Recipient with selection of the Project Engineer, in conformance with procurement requirements, including the preparation of requests for proposals for publication or other distribution.
6. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the Youth Recreation grant budget.
7. In cooperation with the Clerk-Treasurer, processing payment requests and preparing requests for reimbursement to the Department, including the Request for Payment, Status of Funds Report, Invoice Tracking Spreadsheet and the Project Progress Report.
8. Monitoring the contractor selection process, including the bid advertising, tabulation and award process and construction contract provisions in conformance with applicable laws.
9. Attending the preconstruction conference and monthly construction progress meetings.
10. Monitoring contractor compliance with applicable requirements.
11. Assuring compliance with all state labor standards requirements. Responsibilities will include the review of weekly payroll reports to assure compliance with state prevailing wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.
12. Assuring compliance with applicable equal opportunity requirements.
13. Preparing all required performance reports and project closeout documents

for submittal to the Department.

14. Attending Council meetings to provide project status reports and representing the Youth Recreation grant project at any other public meetings, as deemed necessary by the local officials.

15. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.

B. The Project Engineer will be responsible for:

1. Design and construction engineering.
2. Preparation of the construction bid package in conformance with applicable requirements and supervision of the bid advertising, tabulation, and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening, and issuance of the notice to proceed.
3. Conducting the preconstruction conference, with the assistance of the grant manager.
4. Supervision of construction work and preparation of inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting the approved requests to the grant recipient.

III. Financial Management

A. The Clerk-Treasurer's financial responsibilities will be as follows:

1. Managing the transfer of Youth Recreation grant funds from the Department to the grant recipient's bank account and disbursing Youth Recreation grant funds based on claims and supporting documents approved by the grant manager, project engineer, and contractor.
2. Entering all project transactions into the Grant Recipient's existing accounting system, and preparing checks/warrants for approved expenditures.
3. With the assistance of the Grant Manager, preparing the Request for Payment and accompanying draw reports and documentation to be submitted to the Department.
4. With the assistance of the Grant Manager, preparing the final financial reports for project closeout.

B. The Grant Manager and Clerk-Treasurer will review all proposed expenditures of Youth Recreation grant funds and will prepare requests for reimbursement, which

will be signed by the officials cited in the signatory form. All disbursements will be handled in accordance with the Grant Recipient's established claim review procedures. Before submitting the claim to the Clerk-Treasurer, the Grant Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the grant recipient's Youth Recreation grant project and consistent with the project budget. The Council will review all claims before approving them.

- C. Financial record keeping will be done in conformance with state law. The original financial documents (claims with attached supporting material) will be retained in the Grant Recipient's offices.

Appropriate documentation of administrative costs will be maintained by the Grant Manager and the Clerk-Treasurer to document all time worked on the Youth Recreation grant project that will be compensated with Youth Recreation grant funds.

This management plan has been approved by the Grant Recipient, _____ and the individuals named within have been informed of the responsibilities stated within this plan.

Chief Elected Official or District President:

Signature _____

Date _____

Exhibit 2: Sample Agreement

Note: This example should not simply be copied. It is only provided as an example to help create an agreement with a governmental entity or sub-recipient that is to be reviewed and approved by all parties and their attorneys.

THIS CONTRACT is entered into by (Insert Name of County) County, herein referred to as "the County", and the (Insert Name of District/sub-recipient) District/Sub-recipient/sub-recipient, herein referred to as "the District/Center".

WITNESSETH THAT:

WHEREAS, the County is the recipient of a Youth Recreation grant to (describe the Project) owned and operated by the District/Sub-recipient; and

WHEREAS, this Contract between the County and the District/Sub-recipient will enable them to enhance cooperation in implementing the County's Youth Recreation grant award to accomplish the above-described project; and

WHEREAS, the County, in its capacity as a Youth Recreation grant grant recipient, has determined that the District/Sub-recipient can better supervise the design and construction phases of the water and/or sewer) system; and

WHEREAS, the Montana Department of Commerce has required the County to enter into a contract with the District/Sub-recipient specifying the terms and conditions of the County's delegation of certain Youth Recreation grant management responsibilities to the District/Sub-recipient; and

WHEREAS, both parties to this Contract understand that neither local government involved herein has in any way, expressly or implied, abrogated any of its individual powers, and that this Contract does not create any new organization or legal entity.

NOW, THEREFORE, THE COUNTY AND THE DISTRICT/SUB-RECIPIENT MUTUALLY AGREE AS FOLLOWS:

I. Responsibilities Delegated to the District/Sub-Recipient

- A. The District/sub-recipient will, subject to prior approval by the Board of County Commissioners/Directors, retain the services of a consulting engineering firm to design and supervise the construction of the project.
- B. The District/sub-recipient will be responsible for all facets of the design and construction phases of the project, including the following:
 1. Design engineering;
 2. Construction engineering;

3. Except as provided by paragraph IV. Administration below, compliance with all applicable state and federal requirements;
 4. Except as provided by paragraph IV. Administration below, compliance with all other state and federal requirements as described in the Youth Recreation Facility Infrastructure Grant Administration Manual;
 5. Preparation of construction bid documents; and
 6. Supervision of the bid process, the awarding of construction contracts, and construction of the project. The selection of the project contractor will be subject to the ratification of the County Board of Commissioners/directors and bid solicitation documents will reflect this requirement.
- C. The District/sub-recipient and its consulting engineer will receive, review, and approve all requests for payment for the items contained in paragraph B, above, and prepare and submit such requests to the County Board of Commissioners/directors in a timely fashion in accordance with established procedures.
- D. During the term of this Contract, the District/sub-recipient will maintain reasonable records of its performance hereunder in a manner consistent with generally accepted accounting principles. The District/sub-recipient will allow the County and Department and their authorized representatives access to these records at any time during normal business hours. At the request of the County, the District/sub-recipient will submit to the County, in the format prescribed by the County, status reports on its performance under this Contract.
- E. The District/sub-recipient will provide documentation that the local share of the project that exceeds Youth Recreation grant funds may be accessed by the County for the project no later than the time of construction bid award.

II. Payment of Design and Construction Costs Incurred by the District/Sub-Recipient

In consideration of the District/sub-recipient's acceptance of the responsibilities described in paragraph I, above, the County agrees to the following:

- A. Upon receipt of a valid claim for payment from the District/sub-recipient for allowable project costs as specified in the County's contract with Department, a copy of which is appended as Attachment A of this Contract, and which by this reference is made a part hereof, the County will request the required amount of Youth Recreation grant funds from the Department and upon receipt of these funds, the County will honor the District/sub-recipient's claim and pay the engineer or contractor accordingly.
- B. Each payment for engineering and construction costs will be drawn from Youth Recreation grant and District/sub-recipient funds (if applicable) in amounts that are proportionate to the percentage that such funds represent of the total cost of the

project as specified in Exhibit B of Attachment A.

- C. The County will deduct a retainage from each payment request equal to five percent of the request, submitted by the District/sub-recipient for construction costs incurred by the project contractor and hold this retainage until construction is completed, the engineer approves final payment, and the project is accepted, all in accordance with the conditions of the construction contract. (Note: A retainage requirement is optional.)
- D. The County will also withhold one percent of the amount of any claim submitted by the contractor and will forward this amount to the Montana Department of Revenue pursuant to section 15-50-206(2), MCA.
- E. The County may refuse to pay any claim which it deems not valid under the terms of the Youth Recreation grant contract with Department (Attachment A). Any agreement between a Youth Recreation grant recipient and a sub-recipient, such as a water or sewer district, should include a "Scope of Work" which includes a description of the work to be performed, a schedule for completing the work, and a budget.

III. Duration of the Contract

A. This Contract takes effect when the following conditions are satisfied:

- 1. The Department and the County Board of Commissioners/directors have executed the Youth Recreation grant contract;
- 2. The County Attorney and the attorney for the District/sub-recipient have approved this Contract as to form and content; and
- 3. The County Board of Commissioners/directors and the District/sub-recipient's governing body have each reviewed this Contract and agreed fully to its terms and conditions.

IV. Administration

For purposes of implementing the joint undertaking established by this Contract, the County's Board of Commissioners and the District/sub-recipient's Board of Directors hereby agree to coordinate with the County's Youth Recreation grant contract liaison, the project engineer, and a designated representative of the District/sub-recipient. These individuals may meet on a regular basis during the term of the Youth Recreation grant project to provide for the efficient and effective implementation of this project.

V. Management of Real Property or Equipment Acquired

The primary purpose of this Contract is to allow the County to delegate responsibility for the design and construction of the District/sub-recipient's project to the District/sub-recipient and to define the procedures by which the County will disburse

Youth Recreation grant funds to pay the costs incurred as a result of these activities. The District/sub-recipient's facilities will be constructed or improved as described in the Youth Recreation grant contract with Department (Attachment A) and the District/sub-recipient may continue to own and operate those facilities subject to the limitations contained in subparagraph B.

Upon the expiration of this Contract the District/sub-recipient will transfer to the County any Youth Recreation grant funds on hand at the time of expiration and any accounts receivable attributable to the use of Youth Recreation grant funds.

VI. Indemnification

The District/sub-recipient waives any and all claims and recourse against the County, including the right of contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to the District/sub-recipient's performance of this Contract except claims arising from the concurrent or sole negligence of the County or its officers, agents, or employees. The District/sub-recipient will indemnify, hold harmless, and defend the County against any and all claims, demands, damages, costs, expenses, or liability arising out of the District/sub-recipient's performance of this Contract except for liability arising out of the concurrent or sole negligence of the County or its officer's agents, or employees.

VII. Suspension and Termination

The County may suspend or terminate this Contract if the District/sub-recipient materially fails to comply with any term of the County's Youth Recreation grant contract with the Department. In addition, the County may terminate this Contract for convenience with reasonable notice.

This Contract has been approved by the County's Board of Commissioners and the District/sub-recipient's Board of Directors.

_____, Chairman Date _____

_____, Commissioner Date _____

_____, Commissioner Date _____

Exhibit 3: Request for Reimbursement Form

Note: This form is available in Excel format

SECTION I - YOUTH RECREATION GRANT RECIPIENT INFORMATION				
CONTRACT NUMBER:		REQUEST NUMBER:		TOTAL AMOUNT REQUESTED:
NAME AND ADDRESS RECIPIENT:		PRIMARY CONTACT:		
SECTION II - FINANCIAL INFORMATION				
	A Amount Budgeted	B Amount Expended Prior To This Draw	C Amount Requested	D Balance Remaining After This Draw
1. TOTAL ADMINISTRATION BUDGET				
2. Percent	% of Total Grant	% of Column A		
3. TOTAL ACTIVITY BUDGET				
4. Percent	% of Total Grant	% of Column A		
5. TOTAL GRANT BUDGET				
SECTION III - LOCAL APPROVAL <i>Submit all supporting invoices, reports and other documentation.</i>				
DATE:	SIGNATURE:		TITLE:	
DATE:	COUNTERSIGNATURE:		TITLE:	
SECTION IV -COMMERCE APPROVAL				
REMARKS:			Total Requested	
			Adjustment	
			Adjusted Total	
EXPENDITURES ARE REASONABLE, APPROPRIATE _____ FINANCIAL NUMBERS, SIGNATURES CORRECT _____ CONSISTENT WITH PRECEDING DRAW, SABHRS _____ BUDGET AMENDMENT APPROVED _____			APPROVED BY:	
			TITLE:	
			DATE:	

Exhibit 4: Signature Certification Form

Montana Department of Commerce
Community Development Division
301 S. Park Avenue
PO Box 200523
Helena, Montana 59620-0523

This is to certify that the following officials are authorized to sign requests for payment of Youth Recreation grant funds for the (name of grant recipient) FY 20__ Youth Recreation grant:

1. Signature _____ Title _____

Typed Name _____

2. Signature _____ Title _____

Typed Name _____

3. Signature _____ Title _____

Typed Name _____

It is understood that any two of the above signatories must sign each request for payment submitted. I hereby certify that I have witnessed the signing of the above named signatures.

Signature of Witness _____ Date _____

Typed Name and Title of Witness

SUBSCRIBED AND SWORN TO, before me, a Notary Public for the State of Montana, on the _____ day of _____, 20__.

(Notary Seal)

Notary Public for the State of Montana (type or print name)

Residing at _____

My Commission expires _____

Exhibit 5: Designation of Depository

Section I (To be completed by grant recipient)

The _____
Name, Address and ZIP Code of Grant Recipient's Bank

has been designated as the depository for all funds to be received from the Montana Department of Commerce resulting from Contract No. _____

for deposit to: ☐ checking or ☐ savings.

Account Name / Account # / American Bankers Association # (ABA –Routing/Transit)

Name and Address of Grant Recipient

*Signature of Chief Elected Official
or Executive Officer*

*Title of Chief Elected Official
or Executive Officer*

Email address for notification of payments made to grant recipient from the Department of Commerce

Section II (To be completed by the bank)

The account identified in Section I has been established with this bank. All necessary documentation, including a power of attorney where necessary, which will legally enable this depository to receive state warrants from the State Auditor's Office for deposit to:

Account Name and/or Number

Name and Address of Bank

Signature of Authorized Bank Officer

Title of Authorized Bank Officer

Date

Exhibit 6: Project Progress Report

Date: _____

Name of Youth Recreation Grant Recipient: _____

Grant Contract Number: _____

Request for Reimbursement Number: _____

TOTAL AMOUNT REQUESTED: \$ _____

ADMINISTRATION: AMOUNT REQUESTED: \$ _____

Include the amount and a brief description of each individual administrative/financial related expenditure (invoice) that will be paid for in whole or in part using Youth Recreation grant funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the grant recipient's employees. At a minimum, include the name, title, time period or date(s) that work was performed, rates charged/hour, total hours worked, activities performed, and total amount earned.

ACTIVITY: AMOUNT REQUESTED: \$ _____

Include the amount and a brief description of each individual construction-related expenditure (invoice) that will be paid for in whole or in part using Youth Recreation grant funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the grant recipient's employees. At a minimum, include the name, title, time period/date that work was performed, total hours worked, activities performed, and total amount earned.

Project Status (Administration/Financial and Construction):

This portion of the report should provide a summary of the overall status of the project and any other information relevant to the implementation of the project. Include a description of accomplishments achieved since the last progress report submitted.

Exhibit 7: Uniform Status of Funds Form

DRAFT

Exhibit 8: Uniform Invoice Tracking Spreadsheet

DRAFT

Exhibit 9: Project Completion Report

DRAFT